

## DUTY STATEMENT

<b>Classification:</b> <b>Energy Commission Specialist III (EFF)</b>	<b>Position No.</b> 150-4937-002
<b>CBID:</b> R10	<b>Office:</b> Executive
<b>Date Prepared:</b> August 22, 2011	<b>Division:</b> Executive
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist III is under the general direction of the Chief Executive Director of the Executive Office. The incumbent is a technical specialist and resource on nuclear power and nuclear waste transport, storage, and disposal issues. The incumbent will evaluate state and federal nuclear energy and nuclear waste initiatives and proposed policies, plant safety issues, transportation and disposal proposals and plans, rulemaking proceedings, and legislation that have potential implications for California and serves as a technical and policy resource person and may testify as a subject-matter expert in these areas. The incumbent will use this expertise to assist the Commission in formulating policy on nuclear power plant safety, nuclear waste transport and disposal policy issues.

**WORKING CONDITIONS.** Work is performed indoors in an office setting. The candidate must work well with people inside and outside the Energy Commission, including members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills, and prepare quality reports for expert and lay person readers. The candidate must be able to coordinate the complex technical work of others, act as a team, project, task or conference leader to analyze the more technical and complex situations accurately and take effective action; must be able to establish and maintain project priorities and manage daily workload. The candidate must also be able to testify as subject matter expert (energy policies, major Commission policy reports) before the Commission and other groups. Travel, including some out-of-state travel, is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

### DUTIES AND RESPONSIBILITIES:

30% Serve as a technical advisor to the CEC Nuclear Policy Commissioner; serve as advisor on state and federal proposals and policies on nuclear energy development, plant safety and security, nuclear waste transport, and spent fuel storage and disposal. Assist Commissioner in developing and recommending policy to the Commission, Governor's Office, state regional nuclear waste transport committees Committee, legislators, outside agencies and committees. (E)

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- 15% Prepare sections for the Integrated Energy Policy Reports (IEPR) and updates; monitor California utilities' progress in completing the studies and IEPR recommendations on nuclear power plant and nuclear waste issues including recommendation from the 2008, 2009 in the 2011 IEPRs; Participate on the Independent Peer Review Panel to oversee California utilities' advanced seismic studies for Diablo Canyon and San Onofre.
- 15% Represent California on the Western Governors' Association WIPP Transport Technical Advisory Group and the Western Interstate Energy Board's High-Level Nuclear Waste Committee in developing nuclear waste transport safety policies and procedures for accident prevention and response. (E)
- 10% Serve as principal policy and technical advisor to the Commissioner in the Commissioner's role as California Liaison Officer to the Nuclear Regulatory Commission (NRC); prepare comments for Commissioner's review on NRC and U.S. Department of Energy (DOE) initiatives and policies related to nuclear power plant safety and radioactive material transport, storage and disposal; monitor nuclear power plant and nuclear transport incidents; prepare draft presentations; track emerging nuclear power plant and transport safety issues as well as nuclear terrorism policy, initiatives and issues. (E)
- 10% Manage contracts and/or interagency agreements with the WGA and the California Highway Patrol; coordinate California's budget and work plan preparation for contract with the WGA for California's continued preparation for transuranic waste shipments as part of the Waste Isolation Pilot Plant (WIPP) transportation safety program; (E)
- 10% Prepare and coordinate comments on federal nuclear waste transport, nuclear power plant safety, waste disposal/storage policy proposals and documents. Develop recommended policy reports/updates and fact sheets on nuclear waste management and disposal issues, nuclear waste transport, including transuranic, spent fuel, and other large quantity radioactive material shipments in California; prepare policy reports and recommendations regarding nuclear transport security; prepare formal written comments and testimony on U.S. Department of Energy proposals for nuclear waste transport and disposal.
- 5% Coordinate and lead the California Nuclear Waste Transport Working Group—a California interagency group of senior technical advisors from eight California agencies with roles and responsibilities in radioactive waste transportation. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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